

VIRGINIA WILDLIFE

Submission Guidelines for Freelance Work

- *Virginia Wildlife* is published monthly by the Department of Game and Inland Fisheries, an agency of the Commonwealth of Virginia. We publish articles on conservation, boating, camping, ecology, fishing, game and fish recipes, hiking, hunting, outdoor safety and ethics, and natural history.
- All articles on boating, hunting, fishing, trapping, and Game and Inland Fisheries activity must stress safe and ethical practices and a respect for wildlife and the outdoors. It is the author's responsibility to make sure that his/her article adheres to current state and federal fishing, hunting, trapping, and nongame regulations. The appropriate use of the following: blaze orange in all hunting seasons (except dove and waterfowl); safe handling of firearms; safety belts on tree stands, and safe boating practices; we also require life jackets to be worn on the water when in boats. All writers, photographers, and artists must adhere to these requirements.
- All articles and artwork must be pertinent to Virginia.
- If published, author receives six complimentary issues.

Manuscripts

General Requirements

- Query first; refer to back issues of *Virginia Wildlife* to get an idea of the magazine's layout. Please include SASE for a reply.
- Photographs or illustrations of acceptable quality (see photo/art guidelines) can accompany articles.
- We do not accept poetry.
- Include a short, one sentence biographical sketch about yourself

Length and Format Requirements

- Feature article manuscript length must be 1500 and a maximum of 1800 words (no payment made for words over the 1800 cap).
- Manuscripts must be typed, double-spaced, no staples, and on good quality 8.5 X 11 white paper. Colored paper, erasable bond, and onionskin are not acceptable.
- Manuscripts and queries should include samples of writing and be addressed to the Editor, *Virginia Wildlife*, P. O. Box 11104, Richmond, VA 23230-1104.
- Each page must be numbered and carry the author's name, social security number (or federal tax ID number), address (including zip code) and telephone number (including area code).
- Include a computer diskette addition to a hard copy. Program should be in Microsoft Word in Windows 95 or higher, if possible.
- Photocopies are not acceptable.
- Manuscripts will be shipped flat in a 9 X 12 or larger manila envelope, and will include a SASE of same size for return of materials. Failure to include SASE will delay the return of your manuscript.
- Manuscripts must be edited for style and grammar using the Gregg Reference Manual, Eighth Edition.
- All manuscripts must adhere to state and federal boating, fishing, hunting, trapping, and nongame regulations.

Confirmation of Publication & Payment

- We pay on publication.
- Virginia Wildlife is scheduled as much as two years in advance to meet photographic and illustration needs.
- Freelance writers that submit article queries or complete articles will be notified upon acceptance of the article for publication.
- We purchase the rights to publish and reprint the articles we purchase in both the print and Web editions of Virginia Wildlife magazine and the Department's Web site. This means we pay for first rights and reserve the right to reprint in our own publications.
- Four complimentary issues of the magazine are sent to the writer.
- Rates:

Feature article	\$500 per article for 1500-1800 words.
One page article	\$200.00 per article, with a 300-500 word length.
Journal article	\$50.00 per article, with a 100-300 word length.

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Submission Guidelines for Freelance Work

Photography and Illustrations

General Requirements

- We prefer to review a minimum of 20 and a maximum of 60 photographs in one package.
- Each photograph **must** be identified on the slide mount or numbered on the slide mount with a corresponding caption on a separate sheet accompanying the photos;
- All photos must reflect safe, ethical, and legal behavior, such as the appropriate use of blaze orange in all hunting seasons (except dove and waterfowl) safe handling of firearms; safety belts in tree stands, and safe boating practices. We also require that life jackets be worn on the water when in boats. Please become familiar with our current hunting and fishing regulations and our recommended safety procedures before you set up photo shots or submits photos. Call 804.367-9369 for a free copy of these regulations and more information.

Technical Requirements

- We accept the following:
 - Color transparencies—35mm, 2.25, 4 X 5
 - Black and white Illustrations—originals only
 - Digital images of 6.0 megapixels or larger
 - In a TIFF File copied to a CD.
 - Black and white glossies—5 x 7 or 8 x 10, Plus X
 - Color illustrations and paintings—original or professional transparencies
- We **DO NOT** accept:
 - Polaroid or other “instant” photos
 - Cropped, mounted or matted photos
 - Tri X prints
 - Photocopies of illustrations
 - Digital images fewer than 6.0 Megapixels
 - Photos on textured or “satin finish” paper
 - Framed art of any kind
 - Cartoons
 - Most color prints

Cover Art

- Color only
- Photos or paintings acceptable
- We buy only exceptional work for this purpose
- Must be in vertical format with appropriate place for logo in upper left corner

Format and Packaging

- Photos must carry photographer’s name, social security number (or federal tax ID number), address (including zip code) and phone number (including area code) **stamped or printed clearly** on the slide mount or on the back of the photo. If sending unmounted 2.25 or 4X5 transparencies, label individual plastic slide sleeves. Paintings and illustrations must also be marked with a label affixed to the back. We are not responsible for unmarked work.
- Include self-addressed, stamped envelope for return of materials.
- Work should be packaged to prevent damage in transit. Slides should be sent in plastic carrier sheets—**not** in their original boxes—and sheets should be sent flat (not folded) in a manila envelope lined with a sheet of sturdy cardboard. All artwork should be sent in a similar fashion to guard against folding or crushing of material.

Payment

- We pay on publication.
- We purchase rights to publish and reprint. This means we pay for first rights and reserve the right to reprint in our publications. Art is returned after initial publication, however; if we do reprint, we use films from that issue. Six complimentary issues of the magazine are sent to the artist or photographer.

Rates:

Inside transparencies	\$50.00	Black and white photos	\$50.00
Inside Illustration	\$50.00	Front or back cover art	\$125.00
Rates for commissioned work are higher and are negotiated in advance.			

We do not accept responsibility for unsolicited articles, photographs, and artwork.

Revised January 2005